# View My Profile

Overview

This quick reference guide will cover how to view your profile in Workday.

PROCESS

1. After logging into Workday, click the cloud or photo icon at the top right corner and then click on the **View Profile** button**.**


NOTE: Workday defaults to the *Worker Profile*. Therefore, student workers must click their name link under the Student section on the summary page (to the left under "Worker").
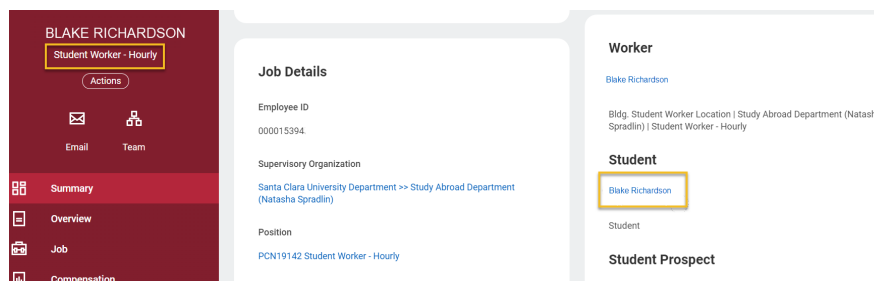
2. Your profile organizes related information and tasks into several tabs, which are navigable from the profile sidebar menu. You can click on any of these tabs to view its contents.

3. Some tabs contain a lot of different information which may be split up into sub-tabs navigable across the top of the screen.
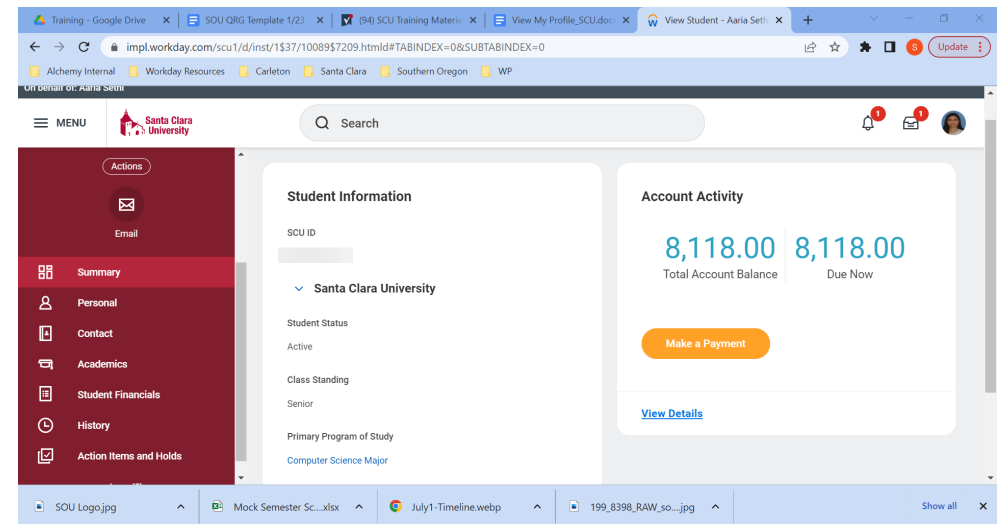
- **Summary:** This tab shows important information across several functional categories. It may show information such as:
  - Your current balance
  - Student information, including student ID
  - Housing assignment

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- **Personal:** The "Personal' tab includes several sub-tabs, from which you can view and manage:
  - Legal and preferred names
  - Personal information
  - Legal and school identification
  - FERPA Information

- **Contact:** The "Contact" tab also includes several sub-tabs, from which you can view and manage:
  - Your personal contact information
  - Institutional and home addresses
  - Email addresses and phone numbers
  - Emergency contact information.

- **Academics**: The "Academics" tab also includes several sub-tabs, from which you can view and manage:
  - Program(s) of study
  - Current classes
  - Academic History – this is a list of all SCU courses taken and grades received.
  - Transfer Credit
  - Academic Progress – an assessment of how coursework and transfer credits apply towards your degree requirements.
  - Academic Plan- students can plan courses and requirements by tern here.

- **Student Financials**: This tab allows you to view and manage:
  - Account transaction history and statements.
  - Account balance, balance due and payment due dates.

- **History:** Provides notes from certain meetings and conversations between you and a specific SCU office or team, such as discussions with Academic Advising or Financial Aid.
  - These notes provide you with some record of the conversation topics and or any significant outcomes from each meeting.

- **Action Items and Holds:** Include active tasks awaiting completion and any restrictions on your account.
  - Actions Items or tasks that require you to complete specified steps, organized by topic (Financial Aid, Admissions and Onboarding).
  - Active or Resolved holds on your account – Active holds may prevent you from being able to register for classes or to receive financial aid until they are resolved.